

CONFIDENTIAL

Approved For Release 2005/08/03 : CIA-RDP85-00988R000300090008-3

Office: OL/HOME/ADS
 Objective Statement: Improve the Response Time in the Architectural Design Staff
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including: Work assignments Existing response time Response time versus manpower				0	0				0			0
Use the PAC II for project scheduling and workload studies					0X							
Investigate using the GIMS system to track existing work orders within ADS						0			X			
Contract selected projects with private architectural firms to reduce the backlog of work orders							0X					
Study the feasibility of creating an expeditor position to: Site survey all project requests to clarify requirements Verify funds Verify client priority versus other requests from same component Identify and complete small projects												0
NOTE: After 1 October 1984, the ADS will no longer exist, and the work of this unit will be taken over by an A-E contractor.												

25X1

WARNING NOTICE
 INTELLIGENCE SOURCES
 OR METHODS INVOLVED

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Office: OL/HOME/SSB/MPS

O — Scheduled

Objective Statement: Complete implementation of a more effective vehicle dispatch plan

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 84

Quarter Ending: Fourth Quarter Ending 30 September 1984

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done).												
Prepare Motor Pool area for installation of computer equipment (done).												
Train Dispatchers in the use of system (done)	OX											
Place system on line (done).		OX							(Cards)	OX		
<div style="text-align: right; margin-top: 100px;">25X1</div> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div>												
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Five-Year Plan

FROM: C/HOME/OL
3E14
HQS

EXTENSION

NO.

DATE

26 SEP 1984

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/L&MSS/OL
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